LSC GRANTS COMPETITION
PDF (PORTABLE DOCUMENT FORMAT)
SUBMISSION PROCEDURES

All competitive grant documents will be transmitted electronically. Documents that were previously submitted in hard copy will be converted to PDF and then uploaded at www.ain.lsc.gov. Once at the site, click on "Grant Application," then click on "Grant Application Forms," enter you applicant ID and password, then click on "Application PDF Upload."

The following documents will be converted to PDF and uploaded as **<u>separate</u>** files:

- Certification Form **(Form I)**,
- Attachment 3 of the RFP Narrative Instruction **(Subgrant Certification)**,
- Performance Evaluations or Monitoring reports by non-LSC funders, regulatory agencies, or evaluators **(PEM)**, and
- Financial Audits for three years (Applies only to applicants that are not current LSC recipients) **(Audits)**.

Use the individualized upload links for the corresponding document being uploaded. Use only the grantee number <u>and</u> the document name **(shown above in parenthesis and bolded)** as the file name. For example, if your grantee number is 111000, and you are uploading the Certification Form, the PDF file name would be **111000Form I.pdf.**

Please contact the LSC competition service desk at competition@lsc.gov, if you have any questions regarding this matter.